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|----------------------------|
| FOR OFFICE USE ONLY |
| Licence No: |
| Uniform Ref: |
| Issued Date: |
| Expiry Date: |
| Receipt No: |
| Fee Paid: |
| Payee Name: |

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
APPLICATION FOR A NEW PRIVATE HIRE DRIVER'S LICENCE**

(PHOTO)

Important information:

- Please read the notes at the back of this form before completing the form.
- The application fee for a licence is **£375**.
- You must submit all documentation and completed forms required in person. Documents must be original documents. Should you have been living in the UK less than five years a certificate of good conduct for both driver history and criminal history will be required in addition to your DBS.
- New applicants are required to provide their DVLA driving licence and a valid passport in addition to any other required documentation for us to verify the DBS application.
- Evidence of an applicant's right to reside and work in the UK is also required. Licences cannot be issued for a period longer than an applicant's right to reside and work in the UK.
- A criminal record or other information will not necessarily bar you from continuing as a licensed driver, unless this authority considers that any conviction(s) renders you not a fit and proper person. The nature of offence and/or surrounding circumstances will be taken into account when making a decision. Disclosure information from the DBS will be sent to the driver applicant directly. Any DBS certificate showing offences must be submitted to licensing to be photocopied. The certificate will be kept in the strictest confidence whilst the application is processed. It will be retained for no longer than is necessary. Delay in bringing in the certificate will ultimately delay your application.
- The Council reserves the right to require a medical from the licensee/applicant at any time on notification or suspicion of any changes in mental or physical health.
- If an applicant does not complete the application process within 6 months without liaison with licensing, the application will be returned and a partial refund processed. It is the applicant's responsibility to ensure they are contactable and liaise with Licensing with regard to progressing the application.
- In the avoidance of doubt, it is unlawful to drive a licensed vehicle without the appropriate licence and doing so could lead to prosecution.

| | | | | | |
|-----------------------------|-----|--|----|------------------|--|
| FOR OFFICE USE ONLY: | | | | Date Received: | |
| Applicant Name: | | | | | |
| DBS Check | | | | CLEAR/ NOT CLEAR | |
| | | | | Date Cleared: | |
| DVLA Check | | | | CLEAR/ NOT CLEAR | |
| | | | | Date Cleared: | |
| Medical Required | Yes | | No | | |

PLEASE COMPLETE IN BLOCK CAPITALS

You must answer every question, failure to do so will invalidate your application

| | | | | | |
|-----|---|------------|--|-----------|--|
| 1. | Mr / Mrs / Ms / Miss Forename(s): Last Name: Any Previous Surname(s): | | | | |
| 2. | Date of birth: Place of Birth: | | | | |
| 3. | Home Tel No: | | | | |
| 4. | Mobile No: | | | | |
| 6. | Email : | | | | |
| 7. | National Insurance number: | | | | |
| 8. | Do you have the right to work in the UK? | Yes | | No | |
| 9. | <i>If YES, are there any restrictions on you working in this country or by immigration?</i> | Yes | | No | |
| | <i>Please detail these restrictions if you have ticked YES:</i> | | | | |
| 10. | <i>If you are not a British Citizen, and are working in the UK on a visa, do you have recourse to public funds? (i.e. eligibility to claim benefits etc)</i> | Yes | | No | |
| 11. | Present address: Postcode: | | | | |
| 12 | At this address since (Date/Month/Year) | | | | |

| | | | | |
|-----|--|------------|--|-----------|
| | | | | |
| 13. | Are you registered on the electoral role/voters register at this address? | Yes | | No |

| | | | | |
|-----|--|------------|--|-----------|
| 14. | Have you lived in the United Kingdom for the last five consecutive years? * | Yes | | No |
|-----|--|------------|--|-----------|

* If you have not lived in the United Kingdom continually for the last 5 years you must submit a Certificate of Good Conduct from the appropriate Embassy or High Commission of the Country where you have lived. The certificate must be written in English, be less than 3 months old and should be submitted with your application.

| | | | | |
|-----|--|--|--|--|
| 15. | Previous Addresses in the Last 5 years: (Please continue on a separate sheet if necessary) | | | |
| | Address: | | | |
| | Postcode: | | | |
| | Lived here from _____ to _____ | | | |
| | Address: | | | |
| | Postcode: | | | |
| | Lived here from _____ to _____ | | | |

| | | | | | |
|-----|---|------------|--|-----------|--|
| 16. | Have you ever held a Hackney Carriage or Private Hire Drivers licence? | Yes | | No | |
|-----|---|------------|--|-----------|--|

IF YES, when and with which Authority:

| | | | | | |
|-----|--|------------|--|-----------|--|
| 17. | Have you ever had a Private Hire or Hackney Carriage Driver's licence refused, revoked or suspended by Three Rivers District Council? | Yes | | No | |
|-----|--|------------|--|-----------|--|

If YES please provide details and the date and reason for suspension or revocation.

| | | | | | | | | | | | | | | |
|---|---|--|-----|--|----|--|--|--|--|--|--|--|--|--|
| 18. | Have you ever held another Private Hire or Hackney Carriage driver licence in another area which has been refused, suspended or revoked at any time. | <table border="1"> <tr> <td data-bbox="849 241 991 293">Yes</td> <td data-bbox="991 241 1131 293"></td> <td data-bbox="1131 241 1272 293">No</td> <td data-bbox="1272 241 1410 293"></td> </tr> </table> | Yes | | No | | | | | | | | | |
| Yes | | No | | | | | | | | | | | | |
| <p><i>If YES please provide details of issuing authority and the date and reason for suspension or revocation.</i></p> | | | | | | | | | | | | | | |
| 19. | <p>Do you hold a current DVLA drivers licence?</p> <p>Licence Number:</p> <p>Expiry Date:</p> | <table border="1"> <tr> <td data-bbox="849 607 991 658">Yes</td> <td data-bbox="991 607 1131 658"></td> <td data-bbox="1131 607 1272 658">No</td> <td data-bbox="1272 607 1410 658"></td> </tr> <tr> <td colspan="4" data-bbox="849 730 1410 792"></td> </tr> <tr> <td colspan="4" data-bbox="849 824 1410 887"></td> </tr> </table> | Yes | | No | | | | | | | | | |
| Yes | | No | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| <p><i>If YES, when you were first fully licensed to drive?</i></p> | | | | | | | | | | | | | | |
| 20. | <p>If you do not hold a current DVLA drivers licence do you hold an EU drivers licence?</p> <p><i>If YES, when were you first licensed to drive?</i></p> | <table border="1"> <tr> <td data-bbox="849 1346 991 1397">Yes</td> <td data-bbox="991 1346 1131 1397"></td> <td data-bbox="1131 1346 1272 1397">No</td> <td data-bbox="1272 1346 1410 1397"></td> </tr> </table> | Yes | | No | | | | | | | | | |
| Yes | | No | | | | | | | | | | | | |
| <p><i>If YES, when were you first licensed to drive?</i></p> | | | | | | | | | | | | | | |
| 21. | <p>Do you hold a driving licence in another other country?</p> <p><i>If YES, when were you first licensed to drive?</i></p> | <table border="1"> <tr> <td data-bbox="849 1971 991 2022">Yes</td> <td data-bbox="991 1971 1131 2022"></td> <td data-bbox="1131 1971 1272 2022">No</td> <td data-bbox="1272 1971 1410 2022"></td> </tr> </table> | Yes | | No | | | | | | | | | |
| Yes | | No | | | | | | | | | | | | |
| <p><i>If YES, when were you first licensed to drive?</i></p> | | | | | | | | | | | | | | |
| 22. | <p>Have you registered with the DBS online update service? (Please provide written authority for an officer to check your DBS online)</p> <p>Certificate Number</p> <p>Date of issue</p> | <table border="1"> <tr> <td data-bbox="849 2278 991 2240">Yes</td> <td data-bbox="991 2278 1131 2240"></td> <td data-bbox="1131 2278 1272 2240">No</td> <td data-bbox="1272 2278 1410 2240"></td> </tr> <tr> <td colspan="4" data-bbox="849 2360 1410 2240"></td> </tr> <tr> <td colspan="4" data-bbox="849 2455 1410 2240"></td> </tr> </table> | Yes | | No | | | | | | | | | |
| Yes | | No | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
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IMPORTANT: You **must** declare, in the appropriate sections below, **ALL PREVIOUS** convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, **whether spent or unspent, no matter how long ago they occurred and no matter whether they have been declared on a previous application.**

| | | | | | |
|-----|---|-----|--|----|--|
| 23. | <p>Have you <u>EVER</u> been convicted of an offence, bound over, had a conditional or unconditional discharge, been arrested or charged by the Police for any offence or been cautioned or had a reprimand or warning issued?</p> | Yes | | No | |
|-----|---|-----|--|----|--|

| | | | | | |
|-----|--|-----|--|----|--|
| 24. | <p>Have you ever had a civil injunction or non-molestation order taken out against you? If yes please give details below:</p> | Yes | | No | |
|-----|--|-----|--|----|--|

| | | | | | |
|-----|---|-----|--|----|--|
| 25. | <p>Are you currently on bail for any offence or are you currently under investigation by the Police or any other Authority? If yes, please give details:</p> | Yes | | No | |
|-----|---|-----|--|----|--|

| 26. | <p>Please list all DVLA driving licence endorsements or convictions including fixed penalty notices whether spent or unspent.</p> <p>Please continue on a separate sheet if necessary.</p> <p><i>Give particulars, including name of Court, date of conviction/endorsement, length of any suspension or disqualification and fine (if any)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; text-align: center;"><u>Court</u></th> <th style="width: 20%; text-align: center;"><u>Date</u></th> <th style="width: 30%; text-align: center;"><u>Offence</u></th> <th style="width: 30%; text-align: center;"><u>Penalty</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | | | | <u>Court</u> | <u>Date</u> | <u>Offence</u> | <u>Penalty</u> | | | | | | | | | | | | |
|--------------|---|----------------|----------------|--|--------------|-------------|----------------|----------------|--|--|--|--|--|--|--|--|--|--|--|--|
| <u>Court</u> | <u>Date</u> | <u>Offence</u> | <u>Penalty</u> | | | | | | | | | | | | | | | | | |
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27. **Please list all spent and unspent non-motoring convictions, arrests, charges, cautions, reprimands and warnings.**

Please continue on a separate sheet if necessary.

| <u>Court</u> | <u>Date</u> | <u>Offence</u> | <u>Penalty</u> |
|--------------|-------------|----------------|----------------|
| | | | |
| | | | |
| | | | |
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28. **Please list all spent and unspent (motoring and non-motoring) convictions, bind overs, conditional or unconditional discharges arrests, charges, cautions, reprimands and warnings occurring outside of the United Kingdom.**

Please continue on a separate sheet if necessary.

| <u>Court</u> | <u>Date</u> | <u>Offence</u> | <u>Penalty</u> |
|--------------|-------------|----------------|----------------|
| | | | |
| | | | |
| | | | |

29. **Do you suffer from epilepsy, disease, drugs or alcohol dependency or have any injury, Disability or Deformity which might affect your driving?**

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

If YES please specify:

30. **Have you suffered any medical condition or physical or mental impairment in the last THREE YEARS that could affect your ability to drive?**
(Please consider the DVLA group two medical criteria in answering)

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

If YES please specify:

| | | | | | | | | | |
|--------------------------|---|---|----|--|--|-----|--|----|--|
| 31. | Do you hold a current Public Service Vehicle Licence or Heavy Goods Vehicle Licence? | <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table> | | | | Yes | | No | |
| | Yes | | No | | | | | | |
| <i>If so, what type?</i> | | | | | | | | | |
| 32. | Name of Private Hire vehicle operator by whom you will be employed or work for: | | | | | | | | |

DECLARATION

IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THIS INFORMATION UNDER THIS SECTION, THAT PERSON WILL BE GUILTY OF AN OFFENCE.

I the undersigned, hereby apply for a licence to act as a driver of Private Hire Vehicles in the District of Three Rivers and I declare that my answers and statements to the questions in this application are true, to the best of my/our knowledge and belief, and acknowledge that, if there are any omissions, false or incorrect statements of a serious nature, this may result in the application being refused without further consideration or, if a licence has been issued, it may be liable to suspension or revocation.

I also confirm that I have been provided with, read and understood a copy of the Three Rivers Council Private Hire Drivers Licence Conditions.

I have read and understood this application form and the notes that it contains. I have read and understood our current Suitability Policy.

I confirm I am entitled to work in the United Kingdom and understand that I can be prosecuted if I make an application and I am not entitled to work in the United Kingdom.

I understand that in making this application, I am consenting to Three Rivers District Council Licensing Authority making any enquiry as deemed appropriate in relation to my application. I therefore acknowledge and consent to Three Rivers making enquiries with the police and fraud team and any other agency as required in relation to any investigations, arrests, non-convictions, orders or other offences or issues relating to myself and my application in order to determine my fitness to hold a licence.

Signed: _____ Dated: _____

PRINT NAME: _____

DATA PROTECTION

Please see our Privacy Notice at <https://www.threerivers.gov.uk/privacy-notice>

CERTIFICATE AS TO CHARACTER

To be completed by two householders, not near relatives or anyone employed in the local Council Private Hire/Hackney Carriage trade, who have known the applicant personally for at least the past **three years**.

I, the undersigned certify that
(Name of Applicant)

Residing at:-

.....
.....

Has been known to me personally for the period started and that he/she, is sober, honest, of good character, civil in manner and behaviour. In my opinion he/she is a suitable person to drive Private Hire Vehicles.

Reference One

| Date | Signature or Person Recommending | Name and Address of Person Recommending | Number of years known | Capacity Known |
|-------------|---|--|------------------------------|-----------------------|
| | | | | |

Reference Two

| Date | Signature or Person Recommending | Name and Address of Person Recommending | Number of years known | Capacity Known |
|-------------|---|--|------------------------------|-----------------------|
| | | | | |

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APPLICANT REQUIREMENTS

All applicants must:

- Be 21 years old or over
- Provide evidence of entitlement to work in the UK
- Have held a full UK/NI/EU driving licence for a minimum of 12 months and have at least 2 years driving experience
- Not have 6 or more penalty points (endorsements) on their DVLA drivers licence
- Obtain a certificate of good conduct from the appropriate Embassy or High Commission (a certified English translation of this document is required) if the applicant has been resident in the UK for LESS than 5 years
- Pass taxi driving assessment course and produce the pass certificate to the Council (information can be found on the Council website <https://www.threerivers.gov.uk/eqcl-page/advanced-driving-qualification>)
- Pass a Group 2 medical with their own GP
- Supply details on application form of two non-related referees who are not licenced in the HC/PH trade
- Declare ALL previous convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent

LICENCE APPLICATION PROCESS

Prior to applying for a licence, we strongly recommend that all applicants refer to the relevant legislation, conditions and policies adopted by Three Rivers District Council (TRDC).

The application process for new drivers is:

- Complete and pass a private hire driving assessment from one of the approved providers
- Apply online for an Enhanced Disclosure and Barring Service certificate (unless you have already applied for the update service) – please see our website - <https://www.threerivers.gov.uk/eqcl-page/hackney-carriage-and-private-hire-driver-licenses>
- Complete the private hire driver application form and all other relevant forms included in application pack and submit to TRDC
- Pass a knowledge test

To apply for a private hire driver's licence you need to submit the following documentation:

- A completed private hire driver licence application form
- proof of an advanced driving qualification or assessment by one of our approved providers (please see our website for information)
- The original ID documents used to apply online for a DBS certificate
- Your current DVLA driving licence (showing your current address)
- 2 recent passport sized colour photos
- Evidence of your National Insurance number and your right to work.
- If you have not lived in the UK for more than 5 years, a 'Certificate of Good Conduct' from the relevant embassy dated less than 3 months old
- A valid DVLA online check code, allowing us to check your driving licence details
- Our Group 2 medical report completed by your own GP
- An acknowledgement of intended employment by a licenced private hire operator

- Payment of the application fees
 - £375 – licence application fee
 - £56.50 – DBS application fee

Applications normally take at least 8 weeks to process, depending on the length of time that the Disclosure and Barring Service take to process a Disclosure application. Failure of the knowledge test will also delay the application.

At the time a private hire driver's licence is granted, the DBS Disclosure Certificate, Criminal Record Check from abroad (if applicable) and medical form must be no more than 3 months old from the date of issue. It will be necessary for an applicant to undertake an additional DBS Disclosure, medical and/or Criminal Record Check from abroad (if applicable) if any of these documents are outside of this timescale.

Once all our checks are complete and the applicant has passed the knowledge test successfully, a decision will be made on whether they are fit and proper to hold a licence.

The successful applicant will be issued with a driver's Identity Card (Badge). This Card remains the property of the Council and must be worn **at all times** when you are working. This badge must be returned to the Council on demand or when the applicant decides that he no longer wishes to carry on as a Private Hire driver. **Failure to do so constitutes an offence.**

If a badge is lost or damaged it **must be reported immediately** to the Licensing Officer at the Council Offices and a replacement badge obtained for which a charge will be made.

The successful applicant will also be issued with a Private Hire driver's licence which must be handed to the driver's employer as it is evidence to the employer that his driver is licensed by the Council. On leaving that employment the employer must return the licence to the driver.

Please note:

Applications will be rejected if you do not produce all required documents and forms.

Private hire driver licences are granted for a period of three years, however DVLA and DBS checks are annual. It is the responsibility of the licence holder to ensure they obtain a new enhanced DBS certificate before the expiry of the previous certificate or provide authority to check DBS online giving certificate number from original certificate if registered for the update service. If a DBS expires before a new one is obtained then the licence may be suspended until such a time that the Council is satisfied with the result on a new certificate.

A TRDC private hire licenced driver can only drive a TRDC private hire licenced vehicle. Once a TRDC drivers licence is issued, it does not authorise or permit you to drive vehicles plated with any other authority, to do so is an offence.

FEES ARE SUBJECT TO ALTERATION
THREE RIVERS DISTRICT COUNCIL